

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, April 19, 2010
City Hall
100 N. Jefferson Street, Room 604
Green Bay, WI 54301
3:00 p.m.

MEMBERS PRESENT: Michael Welch-Vice Chair, Paul Kendle, Rich Aicher, Tom Diedrick

MEMBERS EXCUSED: Darlene Hallet- Chair.

MEMBERS ABSENT: None.

OTHERS PRESENT: Rob Strong, Robyn Hallet, Noel Halvorsen, DonElla Payne, Matt Roberts, Chip Law, Matt Schampers, Ryan Frea, Jason Weier

APPROVAL OF MINUTES:

1. Approval of the minutes from the March 15, 2010, meeting of the Brown County Housing Authority.

A motion was made by T. Diedrick, seconded by R. Aicher, to approve the minutes from March 15, 2010, meeting of the Brown County Housing Authority as presented. Motion carried.

2. Approval of the minutes from the special March 23, 2010, meeting of the Brown County Housing Authority.

A motion was made by R. Aicher, seconded by P. Kendle, to approve the minutes from the special March 23, 2010, Brown County Housing Authority meeting as presented. Motion carried.

COMMUNICATIONS:

3. March 31, 2010 notice from HUD regarding Administrative Fee Funding for HCV Family Self Sufficiency Program Coordinator Salaries.

R. Hallet indicated that this communication will be further discussed in a later agenda item, but it is present as a communication so the Authority is aware of its receipt. This communication indicates the funding from HUD of \$90,308 for salary and benefits for two FSS Coordinator positions for one year.

D. Payne introduced two new ICS staff: Ryan Frea, Finance Assistant and Jason Weier, Multi-program Specialist.

REPORTS:

4. Report on Housing Choice Voucher Rental Assistance Program (March)

- A. Preliminary Applications

- D. Payne stated that there were 165 preliminary applications for March 2010.

- B. Housing Assistance Payments

- D. Payne stated that the HAP for March was \$1,019,257.00

- C. Housing Assistance Unit Count

- D. Payne stated that the unit count for March was 2,766.

- D. Housing Quality Standard Inspection Compliance

- M. Roberts stated that for March the initial pass rating was 42.05%, the reinspection rating was 24.45%, and the fail rate was 33.5%.

- E. Housing Choice Voucher Administrative Costs and HUD 52681B

- C. Law stated that through March, we are \$2,603.47 under budget.

- F. Portability Activity

D. Payne stated that there were 44 port-outs in March in the amount of \$35,293.00, and 22 port-ins in the amount of \$9,030.00. In March, one port-in was absorbed.

G. SEMAP Monitoring Report

D. Payne stated that there are no issues with the SEMAP scoring, and the BCHA remains a high performer.

H. Report of the Housing Choice Voucher Family Self-Sufficiency Program.

D. Payne stated that there were 99 clients in March. There were 40 escrow accounts throughout March. There were 3 graduates in March. There was one new contract established.

I. Report on the Housing Choice Voucher Home Ownership Option.

D. Payne stated that there were 100 homeowners in March.

J. Report on Langan Investigations Criminal Background Screening and Fraud Investigations.

D. Payne stated that there was 1 investigation that remained opened from previous months. It has since been closed as substantiated.

R. Strong clarified that the report on portability activity is now being included at the request of the Administrative Committee of the Brown County Board.

M. Welch asked if these port numbers are typical. D. Payne responded that the number for port-outs is generally around 30 and 25 is average for port-ins.

P. Kendle asked if port-ins go thru the same screening as other applicants. D. Payne responded that they do and clarified that they are absorbed into our program after 12 months.

P. Kendle asked how often we deny people who are trying to port in. D. Payne responded that she couldn't give a number off-hand but knows that does occur every month.

T. Diedrick asked if we knew how many were in-state port-ins. D. Payne responded that we do not have such data.

R. Strong reiterated that there are just as many people porting in as porting out, therefore the numbers do not show that people are coming here just to get a voucher and then are leaving.

OLD BUSINESS:

None.

NEW BUSINESS:

5. Approval of revisions to Chapter 1 (Overview) of the Housing Choice Voucher Administrative Plan.

D. Payne stated that the BCHA is reviewing the entire administrative plan to ensure consistency. D. Payne indicated that there are only two significant changes. The first is on page 1, indicated in red, which adds the acronym "ACC" after "Annual Contributions Contract" to clarify its meaning. The second is on page 2, again indicated in red, and is updating the name change of ICS to Integrated Community Solutions.

A motion was made by T. Diedrick, seconded by P. Kendle, to approve the revision made to Chapter 1 of the Housing Choice Voucher Administrative Plan. Motion carried.

6. Approval of revision throughout Administrative plan to change "disabled person(s)" to read "person(s) with disability".

D. Payne stated that this is a change that would need to be made throughout the entire plan. The Tenant Advisory Council recommended making this change.

A motion was made by P. Kendle, seconded by R. Aicher, to approve the revision to change "disabled person(s)" to read "person(s) with disability". Motion carried.

7. Review and approval of proposed Utility Allowances for Housing Choice Voucher Program, effective July 2010.

D. Payne indicated that this is the time of year when the utility allowances are updated to ensure utility allowances are where they are suppose to be. The formula is provided by HUD. R. Hallet indicated that all allowances increased, most only slightly. D. Payne indicated that these allowances will be effective July 1, 2010.

A motion was made by T. Diedrick, seconded by R. Aicher, to approve the proposed Utility Allowances, effective July 2010. M. Welch abstained. Motion carried.

R. Aicher requested that in the future the degree and direction of the change to Utility Allowances be indicated for the Authority's benefit.

8. Discussion and possible action regarding Family Self Sufficiency Homeownership Coordinator funding.

D. Payne handed out two items. These items explain that one FSS positions did not receive HUD funding this year, which has been consistent with other PHAs across the country. ICS is requesting to utilize the reserves to cover the funding for this one position. D. Payne indicated that HUD is going back to the grant process to renew FSS Coordinator funding instead of distributing it as administrative fees as they had planned.

D. Payne explained that they have tightened up the FSS program this year. As the graphs demonstrate, they have tremendously increased the number of graduates from the FSS Program in the last 15 months, they have eliminated FSS orientations and they have 50 on the waiting list to join FSS, which Coordinators are seeing as fast as they can at 5-10 new clients per month.

C. Law clarified that the funding that the Authority had approved to be paid out of reserves last month for Coordinators will go back to the Authority since HUD has now approved the funding and ICS is just short one position. So it is the \$68,925 in reserves that ICS is requesting to be used for the unfunded position.

P. Kendle asked how much activity there is now in the Homeownership Program. D. Payne responded that there are not a lot of new clients right now, but because Homeownership is now connected to Family Self Sufficiency, there is a lot extra case management provided to the homeowners now. ICS has sought private funding to cover expenses of extra activities.

R. Aicher indicated that with \$68,000 in reserves, it won't carry a \$40,000 position for too long and unless there is renewed emphasis, based on budgetary constraints, this situation may not improve. D. Payne indicated that it's hard to predict what HUD will do with funding, but that HUD is reviewing other options at this point because they would like to see the funding renewed and that is the reason they are going back to the grant process. She indicates that HUD has done this before, where a position has been cut and then was later refunded.

T. Diedrick says a positive sign is that there has been a lot of legislative support for HUD programs.

R. Strong asked if the \$68,925.00 in FSS reserves can only be used for the FSS program. D. Payne affirmed that the only area in which the reserves can be used for is salaries. She further explained that they are going to be applying for private grants as well, in case the funding from HUD doesn't go back up.

A motion was made by R. Aicher, seconded by P. Kendle, to approve \$40,483.00 from the FSS reserves to be used for the FSS Homeownership Coordinator position. Motion carried.

R. Strong explained that according to M. Schampers, about \$6500 has gone into the FSS reserves last year, so there is some money going into it.

9. Review and approval of BCHA Commercial Liability Renewal Proposal.

R. Hallet stated that the insurance for Brown County is due to be renewed. The only change being proposed is removing the *Non-Owned and Hired Auto Liability Insurance*, which is because the first insurance to be used if there is an accident is that automobile's insurance. Both the Housing Authority Insurance Group and Brown County, who holds the liability coverage for the vehicle, agreed that the Non-owned and Hired Auto insurance is unnecessary.

R. Aicher stated that as long as the advice is being received from the experts, and they recommend dropping it, we should drop it.

M. Welch asked how often the BCHA reviews alternatives. R. Hallet indicated that this type of insurance was added in 2008. R. Strong indicated that the BCHA should probably, every three to four years, review other alternatives.

A motion was made by P. Kendle, seconded by T. Diedrick, to approve the BCHA Commercial Liability Renewal Proposal, minus the Non-Owned and Hired Auto Liability Insurance. Motion carried.

10. Discussion and possible action regarding Mutual Housing Association's request that MHA retain the repaid HOME funds currently accumulated as well as anticipated collections through December 31, 2010.

R. Hallet introduced and welcomed Noel Halvorsen. N. Halvorsen reminded the Authority that a few years ago the MHA repaid to the Authority about \$142,000 in repaid HOME funds and subsequently asked for some money back to be used for other projects, to be granted or loaned out. There are still three outstanding loans which have payments coming in, to which the banks that are collecting the payments are paying to MHA quarterly. MHA has asked NeighborWorks® Green Bay to assume ownership of its multifamily rental portfolio, which they are in the process of working on. Aside from some miscellaneous cash, these three outstanding loans are the only assets on the books for MHA. After MHA transfers their holdings and associated liabilities to NeighborWorks® Green Bay, they won't have any money left for their operational costs, final audits and other expenses if and when MHA is dissolved. N. Halvorsen stated that currently there is \$30,000 collected from these repaid loans, with another \$10,000 coming in this year. The MHA is looking to retain these monies for operational and other final expenses, which could be considered as administrative fees that have never been taken, which under the grant agreements, MHA, as a CHDO could have collected.

P. Kendle questioned whether there were restrictions on this money - can the money be used in this fashion? R. Hallet confirmed that she has located the contracts which outline that a CHDO could take a percentage as operating expenses, so we could view this money that MHA is requesting to retain as operating expenses that they have not previously collected.

P. Kendle questioned if the Authority is capable of controlling how these monies are spent, that instead of allowing MHA to use it as they see fit, that the Authority could ask MHA to come back to request the money for specific uses, such as an closing expenses.

R. Aicher asked if the borrowers are current on these loans. N. Halvorsen responded in the affirmative.

P. Kendle questioned what would happen if the Authority decided against allowing the MHA to retain the funds. N. Halvorsen stated that the MHA would be in a cash shortfall and be unable to pay obligations. P. Kendle indicated that it would just be more reassuring to be able to have some sort of control over how the monies are being spent and that such expenses make sense. R. Aicher and T. Diedrick agreed.

R. Strong suggested that the MHA should provide some type of budget to the Authority indicating the types of expenses they anticipate, which the Authority could authorize but that if additional expenses come up, MHA could come back to the Authority for approval to pay for those activities.

N. Halverson reiterated that it is within the Authorities right to allow MHA to retain the money as previously uncollected administrative fees.

R. Aicher stated he preferred to see the budget instead. P. Kendle concurred. M. Schampers suggested that the budget also indicate how much cash MHA has so that the Authority has an idea of how much MHA needs.

As directed, N. Halverson indicated that he could return the next meeting with a budget breakdown for the Authority and also with a plan for how future repaid funds could be used.

INFORMATIONAL:

11. Update on staff attendance at Brown County Administrative Committee meeting on March 25, 2010.

R. Hallet indicated that she, R. Strong, and M. Schampers attended the Brown County Administrative Committee meeting. As expected, answering a few questions opened the door to many other questions, including portability questions and a request for a comparison of how many vouchers exist in other similarly sized communities. R. Hallet indicated that she and R. Strong will be attending the next Administrative Committee meeting on April 29, 2010, to follow up with particular requests. They are nearly finished with compiling the information regarding vouchers in comparable communities and, not surprisingly, Brown County does have more vouchers, but we have far fewer units of other assisted housing, so when one looks at the total assisted housing in a community, we are right in the mix with other communities.

M. Welch stated that this was a conscious decision years ago.

R. Strong reiterated that we recognize that we do have more vouchers, which is due to our piloting the program; but when added with other assisted housing, we fit in with the average. He stated that vouchers are preferable to publicly owned housing. By choice, Green Bay only has 50 units of scattered site family public housing and that those units were specifically chosen as some of the worst units and were rehabbed and made as some of the nicest houses.

BILLS:

R. Hallet explained that both March and April's bills are included since they were erroneously excluded at last month's meeting. However, since the March bills were not closed out, they reappeared on April's report. M. Schampers clarified that although some bills are listed twice, they will not be duplicated in payment.

A motion was made by T. Diedrick, seconded by P. Kendle, to approve both March and April bills as presented. Motion carried.

FINANCIAL REPORT:

A motion was made by R. Aicher, seconded by P. Kendle, to accept the financial report as submitted. Motion carried.

STAFF REPORT:

12. Introductions of new ICS staff

M. Welch indicated that introductions were made earlier in the meeting.

13. Confirmation from auditors that if staff prepares financial statements, this alleviates the finding on previous audits.

M. Schampers stated that after discussing the matter with a Schenk representative, the Authority would not having this finding going forward if we prepare our own statements, which we are doing.

14. Update on creation of limited term fulltime position to assist Housing Administrator.

R. Hallet stated that as per the previous meeting, the Authority approved this position. The Green Bay Housing Authority has also approved their contribution of funds to this position, Human Resources have completed their review process, and the next step is for the Personnel Committee to review this proposed position. This meeting will be held April 27, 2010. The position will be posted shortly thereafter.

R. Strong indicated that by May 4th the Council should have adopted it.

R. Strong also informed the Authority that Keith Pamperin was recognized in the University of WI – Green Bay alumni magazine as having the new residential hall named after him.

R. Aicher asked if anything further was heard from Freedom House. R. Hallet explained that we have heard very little back from them other than one question asking if the Authority would help pay their mortgage payment, but they were informed that that was not a directive that the Authority had previously made.

R. Aicher expressed his disappointment with a recent experience with Freedom House. He explained a friend of his, experienced in sales and marketing, was looking for a volunteer activity utilizing his skills and R. Aicher referred him to Freedom House. He felt his experience could help Freedom Housing to formulate and follow through on a plan for improving their organization. Ultimately, this individual was offered a volunteer position stocking in a warehouse, which would not make use of his skills. T. Diedrick and R. Aicher indicated they heard that attendance at Freedom House's recent fundraiser at the Tundra Lodge was not high.

M. Welch adjourned the meeting at 4:15 p.m.

:naa

**Brown County Housing Authority
List of Bills
March 15, 2010**

| <u>Description</u> | <u>Amount</u> |
|---|--------------------|
| Conversion Program | |
| Section 8 Program: | |
| Green Bay City Treasurer (Jan 10, Purchasing Card) | 9.80 |
| Green Bay City Treasurer (Jan 10, Printing & Postage) | 51.92 |
| Vande Castle S.C. (Legal Services - Fraud Recovery) | 200.00 |
| Green Bay City Treasurer (Computers) | 1,419.00 |
| 80-81 CDBG Program: | |
| 84 CDBG Program: | |
| WHNCP Program: | |
| B.C. Rental Rehab Loans: | |
| Revenue Bond Program: | |
| WHEDA Program: | |
| HCRI Program: | |
| HOME Program: | |
| HOME Program-Rpd CHDO Qualify: | |
| Total Bills | \$ 1,680.72 |

Brown County Housing Authority
List of Bills
April 19, 2010

| <u>Description</u> | <u>Amount</u> |
|---|---------------------|
| Conversion Program | |
| Section 8 Program: | |
| Vande Castle S.C. (Legal Services - Fraud Recovery) | 200.00 |
| Green Bay City Treasurer (Computers) | 1,419.00 |
| Green Bay City Treasurer (Jan 10, Printing & Postage) | 51.92 |
| Green Bay City Treasurer (Jan 10, Purchasing Card) | 9.80 |
| Green Bay City Treasurer (Feb 10, Printing & Postage) | 142.67 |
| Vande Castle S.C. (Legal Services - Fraud Recovery) | 420.00 |
| Vande Castle S.C. (Legal Services - Fraud Recovery) | 18.00 |
| Green Bay City Treasurer (Jan 10, Salaries & Fringes) | 4,318.37 |
| Green Bay City Treasurer (Feb 10, Salaries & Fringes) | 4,605.24 |
| 80-81 CDBG Program: | |
| Green Bay City Treasurer (Jan 10, Salaries & Fringes) | 142.03 |
| Green Bay City Treasurer (Feb 10, Salaries & Fringes) | 249.05 |
| 84 CDBG Program: | |
| Green Bay City Treasurer (Jan 10, Salaries & Fringes) | 25.74 |
| Green Bay City Treasurer (Feb 10, Salaries & Fringes) | 8.10 |
| WHNCP Program: | |
| Green Bay City Treasurer (Feb 10, Salaries & Fringes) | 8.10 |
| B.C. Rental Rehab Loans: | |
| Revenue Bond Program: | |
| Green Bay City Treasurer (Feb 10, Salaries & Fringes) | 23.80 |
| WHEDA Program: | |
| HCRI Program: | |
| HOME Program: | |
| HOME Program-Rpd CHDO Qualify: | |
| Total Bills | \$ 11,641.82 |

Brown County Housing Authority

Status of Reserves

4/14/2010

Preliminary

Unrestricted Reserves:

| | |
|------------------------------------|----------------------------|
| Sec 8 Conversion Program | - |
| 80-81 CDBG Program | 711,942.64 |
| WHNCP | 99,259.27 |
| Revenue Bond | 596,414.13 |
| WHEDA | 57,184.55 |
| Total Unrestricted Reserves | <u><u>1,464,800.59</u></u> |

Restricted Reserves:

| | |
|----------------------------------|----------------------------|
| Sec. 8 Voucher Program | 1,868,057.01 |
| Sec. 8 Homeownership | 127,503.58 |
| 84 State CDBG Program | 55,554.55 |
| Rental Rehab Program | 3,961.13 |
| HCRI Program | 176,500.44 |
| HOME Program | 139,430.00 |
| Total Restricted Reserves | <u><u>2,371,006.71</u></u> |

Brown County Housing Authority
Status of Section 8 Funds
As of 4/14/10

| Account Description | Conversion | | Vouchers | |
|---|-------------|---------------|------------------------|------------------------|
| | YTD Actual | Annual Budget | YTD Actual | Annual Budget |
| REVENUE | | | | |
| HUD Section 8 Income | | | \$ 4,410,116.00 | \$ - |
| HUD Adm Fee Income | | | \$ 474,549.00 | \$ - |
| HUD FSS/Home Ownership Coord Inc | | | \$ - | \$ - |
| Other Income - Grant | | | \$ - | \$ - |
| Interest on General Fund Inv. | | | \$ 230.69 | \$ - |
| Interest on Investments | | | \$ 734.62 | \$ - |
| Interest - ICS HAP | | | \$ - | \$ - |
| Fraud Recovery- Retained | | | \$ 78,691.13 | \$ - |
| TOTAL REVENUE | \$ - | \$ - | \$ 4,962,321.44 | \$ - |
| EXPENSES | | | | |
| Administrative Salaries | | | \$ 3,608.16 | \$ - |
| Legal Fees | | | \$ - | \$ - |
| Staff Training | | | \$ - | \$ - |
| Travel | | | \$ - | \$ - |
| Accounting & Auditing Fees | | | \$ - | \$ - |
| Audit Fees - ICS | | | \$ - | \$ - |
| Printing | | | \$ 150.21 | \$ - |
| Postage | | | \$ 106.91 | \$ - |
| Office Supplies | | | \$ 13.74 | \$ - |
| Memberships | | | \$ 50.00 | \$ - |
| Publications | | | \$ - | \$ - |
| Telephone | | | \$ 61.28 | \$ - |
| Sundry Admin - Miscellaneous | | | \$ - | \$ - |
| Contract Costs | | | \$ 3.83 | \$ - |
| Contract Costs - ICS - Vouchers | | | \$ 457,465.24 | \$ - |
| Contract Costs - ICS FSS/Home | | | \$ 17,283.15 | \$ - |
| Insurance | | | \$ 1,428.30 | \$ - |
| Fringe Benefits | | | \$ 2,809.97 | \$ - |
| News Sec 8 Homeownership Counseling | | | \$ - | \$ - |
| Housing Assistance Payments | | | \$ 4,080,800.30 | \$ - |
| Depreciation Expense | | | \$ - | \$ - |
| Adm Sal - Fraud | | | \$ 2,500.01 | \$ - |
| Fringe Ben - Fraud | | | \$ 5.47 | \$ - |
| Legal - Fraud | | | \$ 1,160.00 | \$ - |
| Misc - Fraud | | | \$ - | \$ - |
| Prior Period Adjustment | | | \$ - | \$ - |
| TOTAL EXPENSES | | | \$ 4,567,426.57 | \$ - |
| SURPLUS | | | | |
| Reserved Surplus - 12/31/09 | | | \$ 1,473,162.14 | \$ - |
| Other Income from homeownership | | | \$ - | \$ - |
| Reimb ICS for prior losses (* Incl in prov for reserve total) | | | \$ - | \$ - |
| Provision for Reserve | | | \$ 394,894.87 | \$ - |
| TOTAL SURPLUS | | | \$ 1,868,057.01 | \$ - |
| | | | ICS | BCHA |
| | | | \$ - | \$ 127,503.58 |
| | | | \$ - | \$ 995,555.77 |
| | | | \$ - | \$ 85,162.71 |
| | | | \$ - | \$ 41,511.97 |
| | | | \$ 6,434.15 | \$ 62,491.74 |
| | | | \$ 37,422.96 | \$ 1,312,225.77 |
| | | | \$ 100,884.24 | \$ 1,349,648.73 |
| | | | \$ 138,307.20 | \$ 100,884.24 |
| | | | TOTAL SURPLUS | \$ - |
| | | | HELD @ ICS | \$ - |
| Reserved Surplus - Home Ownership | | | | |
| Held at ICS - HAP surplus | | | | |
| Held at BCHA - Adm Res Surplus 12/31/09 | | | | |
| Held at BCHA - ICS res surplus - 12/31/09 | | | | |
| Held at BCHA - FSS ICS - 12/31/09 | | | | |
| FSS Escrow | | | | |

Credit balance in the Reserved Surplus account shall be available for use by the PHA for projects other than HAP projects and for other enterprises of the PHA, if permitted by State and local law. Please refer to HUD Handbook 7420.6, Chapter 2, Page 14, and Annual Contributions Contract, Section 12, Administrative Fee Reserve.

Pursuant to Section IV, Part A., of the Section 8 contract between Integrated Community Services and the Brown County Housing Authority, a separate reserve may be accumulated and held by Integrated Community Services for future funding of cumulative obligations of the Section 8 Program. ICS receives all HUD funds for housing assistance payments, all preliminary administration and 97.5% of regular administration. ICS may deduct from these funds all housing assistance payments paid or committed and actual and allocated costs for administration. All excess funds will be held in the separate reserve. ICS may not without the consent of the Brown County Housing Authority withdraw administration amounts in excess of the amount allowable by HUD for the twelve month period. Amounts due and owing to ICS shall not exceed the cumulative amount allowable by HUD in housing assistance payments, preliminary administration and regular administration. Upon termination of this agreement, the net amount, if any, shall be returned to the Housing Authority. This balance is a part of the BCHA's reserved surplus.

Brown County Housing Authority
Status of Funds
As of 4/14/10

| Account Title | 80-81 CDBG | |
|---|--------------------|---------------|
| | YTD Actual | Annual Budget |
| REVENUE | | |
| 53 00 02 Housing Rehab Program | | |
| 53 00 xx Interest | \$ 494.37 | \$ - |
| 53 00 xx Loan Repayments | \$ 1,519.15 | \$ - |
| TOTAL REVENUE | \$ 2,013.52 | \$ - |
| EXPENSES | | |
| 53 00 xx Contract Costs | | |
| 53 00 00 NHS Section 8 Homeownership Counsel *1 | | |
| 53 00 00 Landlord Training | \$ - | \$ - |
| 53 00 xx FSS - Merit Awards/Log Books | \$ - | \$ - |
| 53 00 01 Administration | \$ 391.08 | \$ - |
| 53 00 xx Staff Training | \$ - | \$ - |
| 53 00 xx Audit | \$ - | \$ - |
| 53 00 xx Printing | \$ - | \$ - |
| 53 00 xx Publications | \$ - | \$ - |
| 53 00 xx Miscellaneous | \$ - | \$ - |
| 53 00 xx Employee Benefits | \$ - | \$ - |
| 53 00 00 Depreciation Expense | \$ - | \$ - |
| 53 00 xx Acq/Rehab/Resale - Impact Nbrhd Loans | \$ - | \$ - |
| 53 00 xx Contract Costs - Administration | \$ - | \$ - |
| 53 00 xx Equipment | \$ - | \$ - |
| TOTAL EXPENSES | \$ 391.08 | \$ - |
| SURPLUS | | |
| Reserved Surplus - 12/31/09 | 710,320.20 | 0.00 |
| Provision for Reserve | 1,622.44 | 0.00 |
| TOTAL SURPLUS | 711,942.64 | 0.00 |

The credit balance in the reserve account may be used according to the regulations regarding the re-use of program income. A copy of Federal Regulations regarding this program during the contract period needs to be located. Verbal correspondence with William Maask indicates that the funds would be available for activities allowable by State and Local law.

*1 - Budgeted for 49 Conversion; minutes indicated should be from 80 - 81 CDBG

Brown County Housing Authority
Status of Funds
As of 4/14/10

| ACCOUNT TITLE | 84 CDBG | YTD Actual | Annual Budget |
|---|------------------|------------|------------------|
| REVENUE | | | |
| 54 00 01 Interest on Investments | 38.48 | | |
| 54 00 02 Deferred Payment Loan Program | | | |
| TOTAL REVENUE | 38.48 | | - |
| EXPENSES | | | |
| 54 00 01 Administration | | | |
| 54 00 xx Salaries and Wages | 18.15 | | |
| 54 00 xx Audit | | | |
| 54 00 xx Miscellaneous | | | |
| 54 00 xx Contract Cost - Administration | | | |
| 54 00 xx Employee Benefits | 15.69 | | |
| 54 00 01 Miscellaneous | | | |
| 54 00 21 Repap of Prop - Sec 8 HO | | | |
| 54 00 21 NHS - Section 8 Home Ownership | | | |
| TOTAL EXPENSES | 33.84 | | - |
| SURPLUS | | | |
| Reserved Surplus - 12/31/09 | 55,549.91 | | 55,549.91 |
| Provision for Reserve | 4.64 | | - |
| TOTAL SURPLUS | 55,554.55 | | 55,549.91 |

The credit balance in the reserve account shall be used to make additional housing rehabilitation loans, in accordance with the procedures of Grantee's Housing Procedures Manual. Should the Grantee decide, at any time following the grant close-out, to discontinue its housing programs, it further agrees to return the balance plus and future repaid CDBG funds and the interest earned thereon, to the Department within ten working days from the end of each calendar year. Designated target areas for this grant include the Village of Pulaski, Howard, Denmark and the Town of Humboldt.

Brown County Housing Authority
Status of Funds
As of 4/14/10

| ACCOUNT TITLE | YTD Actual | WHNCP | Annual Budget |
|---|------------------|-------|------------------|
| REVENUE | | | |
| 55 00 02 Housing Rehab Program | | | - |
| 55 00 xx Interest | 68.63 | | - |
| TOTAL REVENUE | 68.63 | | - |
| EXPENSES | | | |
| 55 00 01 Administration | | | - |
| 55 00 xx Salaries and Wages | 6.60 | | - |
| 55 00 01 Staff Training | - | | 0.00 |
| 55 00 xx Audit | - | | - |
| 55 00 01 Misc | - | | 0.00 |
| 55 00 xx Employee Benefits | 1.50 | | - |
| 55 00 02 Housing Rehab Program | - | | 0.00 |
| 55 00 12 Navarino Adopt a Block Project | | | |
| 55 00 15 610 Mather Street | | | |
| 55 05 00 Langan Contract | | | |
| Fraud & Criminal Exp Costs | | | |
| Criminal Background Investigations | | | |
| Expense Costs | | | |
| Mileage Reimbursement | | | |
| TOTAL LANGAN CONTRACT | 8.10 | | - |
| TOTAL EXPENSES | | | |
| SURPLUS | | | |
| Reserved Surplus - 12/31/09 | 99,198.74 | | 99,198.74 |
| Provision for Reserve | 60.53 | | 0.00 |
| TOTAL SURPLUS | 99,259.27 | | 99,198.74 |

The credit balance in the reserve account shall be used for additional deferred payment loans, or other housing related activities if the sponsor is not actively involved in housing rehabilitation at the time the loan is repaid.

Brown County Housing Authority
Status of Funds
As of 4/14/10

| ACCOUNT TITLE | YTD Actual | Rental Rehab | Annual Budget |
|----------------------------------|------------|--------------|---------------|
| REVENUE | | | |
| 56 00 01 Interest on Investments | | 2.74 | |
| 56 00 02 Rental Rehabilitation | | | |
| TOTAL REVENUE | | 2.74 | - |
| EXPENSES | | | |
| 56 00 01 Administration | | | |
| 56 00 01 Miscellaneous | | | |
| 56 00 02 Rental Rehabilitation | | | |
| 56 00 xx Audit | | | |
| 56 00 04 New Franken Rd | | | |
| TOTAL EXPENSES | | - | - |
| SURPLUS | | | |
| Reserved Surplus - 12/31/09 | 3,958.39 | | 3,958.39 |
| Provision for Reserve | | 2.74 | - |
| TOTAL SURPLUS | 3,961.13 | | 3,958.39 |

The credit balance in the reserve account is subject to all the requirements for the program listed in 24 C.F.R. 511.10 and 511.11. Program income may not be used for administrative expenses. Program income may be used for providing rental assistance to lower-income tenants in properties rehabilitated through WRRP.

Brown County Housing Authority
Status of Funds
As of 4/14/10

| ACCOUNT TITLE | YTD Actual | Revenue Bond | Annual Budget |
|---|------------|--------------|---------------|
| REVENUE | | | |
| 57 00 00 3610 Interest on General Fund Inv. | | 412.28 | - |
| 57 00 00 xxxx Bond Fees | | | - |
| TOTAL REVENUE | | 412.28 | - |
| EXPENSES | | | |
| 57 00 00 4110 Salaries & Wages | | 19.39 | - |
| 57 00 00 4170 Accounting & Auditing | | - | - |
| 57 00 00 4199 Sundry Admin - Miscellaneous | | - | - |
| 57 00 00 4430 Contract Costs | | - | - |
| 57 00 00 4540 Employee Benefit Contributions | | 4.41 | - |
| 57 00 00 xxxx Automobile | | | - |
| 57 00 00 4800 Depreciation Expense | | | - |
| 57 00 02 5190 Special Development - Home Ownership Center | | | - |
| TOTAL EXPENSES | | 23.80 | - |
| SURPLUS | | | |
| Reserved Surplus - 12/31/08 | | 596,025.65 | 596,025.65 |
| Provision for Reserve | | 388.48 | - |
| TOTAL SURPLUS | | 596,414.13 | 596,025.65 |

The credit balance in the reserve account is subject to State and Local laws on use of public funds.

Brown County Housing Authority
Status of Funds
As of 4/14/10

| ACCOUNT TITLE | YTD Actual | WHEDA | Annual Budget |
|-----------------------------|------------|-----------|---------------|
| REVENUE | | | |
| 58 00 01 WHEDA Grant | | | |
| 58 00 xx Interest | | 36.99 | |
| 58 00 xx Loan Repayments | | 149.42 | |
| TOTAL REVENUE | | 186.41 | - |
| EXPENSES | | | |
| Audit Fees | | | |
| Misc | | - | - |
| TOTAL EXPENSES | | | |
| SURPLUS | | | |
| Reserved Surplus - 12/31/09 | 56,998.14 | 56,998.14 | 56,998.14 |
| Provision for Reserve | | 186.41 | - |
| TOTAL SURPLUS | | 57,184.55 | 56,998.14 |

The credit balance in the reserve account has the following restriction: In the event that within a 10-year period following the contract expiration date, September 30, 1988, the project is sold or converted to a use other than that stated in the grant application, or which has not been previously authorized by WHEDA, the Grantee agrees to repay THE WHEDA Foundation, Inc. the lessor of the original grant award or the gain realized from the sale or conversion of the project.

**Brown County Housing Authority
Status of Funds**

| Account Title | YTD Actual | HCRI | Annual Budget |
|--------------------------------|-------------------|------|-------------------|
| REVENUE | | | |
| State Revenue | | | |
| Loan Repayments | | | |
| Interest on Investments | 124.79 | | - |
| TOTAL REVENUE | <u>124.79</u> | | <u>-</u> |
| EXPENSES | | | |
| Salaries and Wages | | | - |
| Employee Benefit Contributions | | | - |
| Audit Fees | | | 0.00 |
| Misc | | | |
| Rent Assistance | | | |
| Security Deposit Assistance | | | |
| Down Payment Assistance | | | |
| Closing Cost Assistance | | | |
| TOTAL EXPENSES | <u>-</u> | | <u>-</u> |
| SURPLUS | | | |
| Reserved Surplus - 12/31/08 | 176,375.65 | | 176,375.65 |
| Provision for Reserve | 124.79 | | - |
| TOTAL SURPLUS | <u>176,500.44</u> | | <u>176,375.65</u> |

The credit balance in this reserve account shall be used for low-income housing purposes consistent with this agreement. If at anytime changes in the use of program income are considered, the contractor will submit to the Department for approval a plan detailing the proposed uses of program income. Should the Contractor decide, following grant closeout, to discontinue using program income for such purposes, it further agrees to return the program income balance, and any additional program income accrued, to the Department within 30 working days from the end of each calendar year.

Brown County Housing Authority
Status of Funds
As of 4/14/10

| | | |
|----------------------|------------------------------|----------------------|
| | Rental Energy Program | |
| Account Title | YTD Actual | Annual Budget |

REVENUE

Loan Repayments

Interest on Investments

TOTAL REVENUE

-

-

EXPENSES

Audit Expense

Misc

TOTAL EXPENSES

-

-

SURPLUS

Reserved Surplus - 12/31/09

49,308.23

49,308.23

Provision for Reserve

-

-

TOTAL SURPLUS

49,308.23

49,308.23

The credit balance in this reserve account shall be used for low-income housing purposes consistent with this agreement. If at anytime changes in the use of program income are considered, the contractor will submit to the Department for approval a plan detailing the proposed uses of program income. Should the Contractor decide, following grant closeout, to discontinue using program income for such purposes, it further agrees to return the program income balance, and any additional program income accrued, to the Department within 30 working days from the end of each calendar year.

Brown County Housing Authority
Status of Funds
As of 4/14/10

| ACCOUNT TITLE | 70 1999 HOME | | 73 Repaid MHA | | 74 Repaid CHDO Qual | |
|--------------------------------|-----------------|---------------|------------------|---------------|------------------------|---------------|
| | YTD Actual | Annual Budget | YTD Actual | Annual Budget | YTD Actual | Annual Budget |
| REVENUE | | | | | | |
| HOME Revenue | | | | | | |
| State Revenue | | | | | | |
| Loan Repayments | | | | | | |
| TOTAL REVENUE | - | - | - | - | - | - |
| EXPENSES | | | | | | |
| Administration | | | | | | |
| Audit Expense | | | | | | |
| Acquisition for Rehabilitation | | | | | | |
| Home Buyer Assistance | | | | | | |
| TOTAL EXPENSES | - | - | - | - | - | - |
| SURPLUS | | | | | | |
| Reserved Surplus - 12/31/09 | 17,310.00 | | 25,230.00 | | 114,200.00 | |
| Provision for Reserve | - | - | - | - | - | - |
| TOTAL SURPLUS | 17,310.00 | - | 25,230.00 | - | 114,200.00 | - |

Audit Expense

The credit balance in this reserve account is subject to all requirements for the program listed in 24 CFR 92. The contractor must certify that all program income will be recorded and will be used for low-income housing purposes consistent with this Contract. If at any time changes in the use of program income are considered, the Contractor will submit to the Department for approval a plan detailing the proposed use of program income. Should the Contractor decide, following grant closeout, to discontinue using program income for such purposes, it further agrees to return the program income balance, and any additional program income accrued, to the Department within 30 working days from from the end of each calendar year.